

Report for Week Ending 11 January 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

The status of these projects remains unchanged.

General Information

- 25X1A9a 1. Revision of the "Personal History Statement" and the "Periodic Qualification Supplement" [REDACTED] - Photostat copies of the Personal History Statement form recently received from [REDACTED] by the Office of Personnel (OPI) and FMB are being coordinated by the OPI with the Office of Security and other interested offices. We understand that the proposed format has received the personal approval and endorsement of the Director of Personnel.
- 25X1A6a The "Periodic Qualification Supplement" to the "Personal History Statement" has not yet been released by the [REDACTED] Photostatic copies for coordination purposes should be available by the end of the week. 25X1A8a
- 25X1A9a 2. Development of forms in connection with [REDACTED] Programming [REDACTED] - Requests from [REDACTED] officials for assistance in developing forms used in [REDACTED] programming activities has occupied 1 analyst ([REDACTED]) exclusively for an entire week. This project involving the preparation by FMB of Forms 30, format designs, requisitions, specifications, stocking and distribution requirements on 16 forms was received on 3 January, completed, cleared with the OPI, and sent to the printer on 11 January. This project was handled on a "crash" basis since some of these forms must be in the hands of specified building supply officers not later than 1 February.
- 25X1A8a
- 25X1A9a 3. Standardization of Inter-Agency Library Loan Form [REDACTED] - I attended a 25X1A9a meeting on 6 January at the Pentagon, participating with Army, Navy and Air Force representatives in the further refinement and development of a preliminary draft of a new Inter-Agency Library Loan form for use by all IAC agencies. The proposed form will be further considered at the next regular meeting of the IAC Ad Hoc Subcommittee on information processing.
- 25X1A9a 4. Development of a Common Information Report Format for use by all IAC Agencies - [REDACTED] - Preliminary coordination with Agency, Army, Navy, State, and Air Force officials has been completed. The first in a series of instructional memos has been drafted. Members of the working group of AHIP are familiarizing themselves with past actions of AHIP and collecting sample copies of information report forms and allied documents. An exploratory meeting will be held sometime within the next 10 days.

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5. Teletype Dissemination of "Hot" Information Reports [REDACTED] At a 10 January meeting attended by the Chief Report Officers of all DD/P area divisions, [REDACTED] officials and me, an agreement was reached to use a revised form developed jointly by [REDACTED] Further coordination with cable secretariat is still required.

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25X1A6d

6. Development of a Revised Reproduction Requisition [REDACTED] Development of preliminary design for this 5 part specialty type form continues. We are also awaiting development of proposed instructions by [REDACTED]

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7. Summary of Weeks Actions

New	13	55,600
Revisions	2	12,010
Reprints	9	2,120,000
Total	24	2,187,610

Redesignated 1
Obsolete 1

8. Backlog - The backlog during the week again reflects a sharp increase from approximately 6 to 7 weeks.

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by
[Signature]